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Training Overview	
►Introductions	
>FWA Reporting	
➤ Policy and Procedure Guide Overview	-
➤ Recent Administrative Rule Changes	
➤ Required Reporting	
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Grant Requirements Sources	
Texas Health and Safety Code Chapter 102	
> Texas Administrative Code, Title 25, Chapters 701–703	
<ul> <li>CPRIT Policies and Procedures Guide</li> <li>Uniform Grant Management Standards</li> </ul>	-
> Grant Contract	
<ul> <li>Request for Applications (RFA)</li> <li>Instructions for Applications (IFA)</li> </ul>	
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Fraud, Waste, & Abuse	
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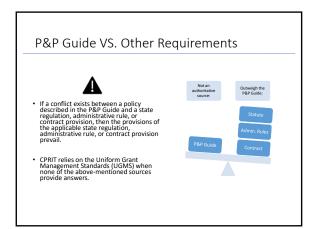


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Policies & Procedures Guide

## Main Sources of CPRIT Requirements Constitution Constitution Article III. Section Source Article III. Section Constitution (Inc.) Article III. Section Source Constitution (Inc.) Texas Realth & Safety Code (Inc.) Constitution (Inc.) Texas Legislature A voiens Voiens Ary changes must frequency of changes Constitution Constitution (Inc.) Texas Legislature A voiens Ary changes must frequency of changes Constitution Constitution Constitution (Inc.) Constitution Co

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## Where to find the latest P&P Guide 1. Go to https://cprit.texas.gov/ 2. Click on "About Us" in the top header 3. Click on the "Statute, Rules, and Grant Policies Guide" tab on the right-hand side of the page 4. Scroll down to Grant Policy Guides section and click on "CPRIT Policies and Procedures Guide" 1. Go to https://cprit.texas.gov/ 2. Click on "About Us" in the top header 3. Click on the "Statute, Rules, and Grant Policies Guide" tab on the right-hand side of the page 4. Scroll down to Grant Policy Guides section and click on "CPRIT Policies and Procedures Guide" 1. Go to https://cprit.texas.gov/ 2. Click on "About Us" in the top header "Company of the page of t

### Locating P&P Guide Updates

- Refer to the Version Control section at the beginning of the document.
- The Version Control section outlines which sections within the P&P Guide received updates from the previous edition.



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### How to Use the P&P Guide

- Each chapter is broken up into sections with descriptive headings. For the most part, the P&P Guide is organized in a chronological order to follow the life of a grant from application to close out.
- To find specific terms within the P&P Guide:
  Use "Ctrl + F" on a PC
  Use "Command + F" on a Mac



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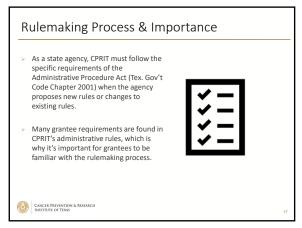
### Receive Notification of Updates

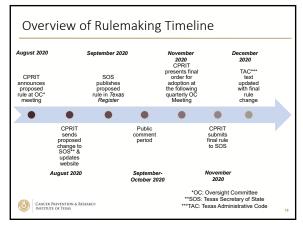


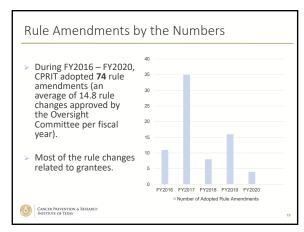
Subscribe to CPRIT's listserv (if you don't already receive CPRIT emails) by clicking on "Sign Up for Our Newsletter" in the footer of the CPRIT website.

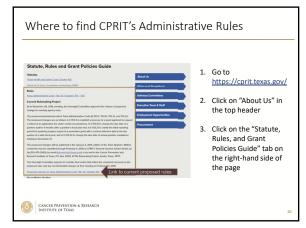










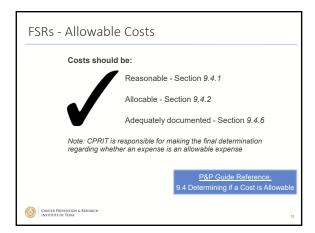


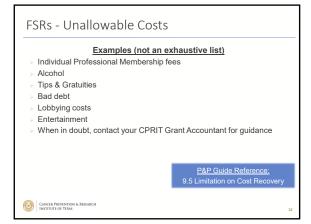
## Recent Administrative Rule Changes 1. Restriction on Communication Regarding a Pending Grant Application\* 2. CPRIT Acknowledgement in Publications\* 3. Minimum Level of Effort Requirements in RFA 4. Reimbursement of Professional Association Dues \*Proposed at the February 17, 2021 Oversight Committee meeting

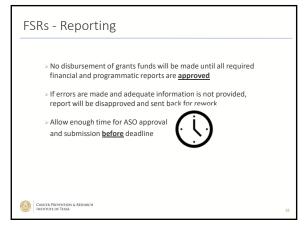
Restriction on Communication Regarding a Pending Grant     Application	
Application	-
<ul> <li>Grant applicants and peer review members are prohibited from communicating with one another regarding the substance of a pending grant</li> </ul>	
application from the time CPRIT begins accepting applications until the applicant receives final notification of an outcome.	
> The proposed rule change would allow the Product Development Review	
Council Chairperson to assign a peer reviewer to participate in the due diligence interview during the due diligence stage of grant application review.	
> All grant applicants that reach due diligence review will be subject to this	
proposed exception and may communicate with the assigned SRPP member without violating § 702.19.	
> TAC § 702.19	-
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INSTITUTE OF TEAMS 22	
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2. CPRIT Acknowledgement	
	-
<ul> <li>Grantees are required to acknowledge CPRIT funding in any publication that that reports information developed with CPRIT grant</li> </ul>	
funds.	
The proposed amendment requires grantees to include the grant ID	
number(s) when acknowledging CPRIT funding, effective September 1, 2021.	
> TAC § 703.10	
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CANCER PREVIOUS & RESEARCH INSTITUTE OF TEAMS 23	
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3. Minimum Level of Effort Requirements in RFA	
5. Willimidil Level of Effort Requirements in KFA	
> CPRIT may specify the minimum level of effort, if any, of a Principal	
Investigator, co-Principal Investigator, or other specified key personnel must maintain for the grant project in a Request for Applications.	
> TAC § 703.3(b)(4)	
17.0 × 700.0(D)(1)	
CANCER PREVIETION & RESEARCH INSTITUTE OF TRANS 24	
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4. Reimbursement of Professional Association Fees	
Professional association membership fees or dues for an individual employed by a grant recipient are not allowable for reimbursement.	
However, membership fees or dues paid by the grant recipient for the entity's membership in business, technical, and professional organizations may be an allowable expense	
> TAC § 703.26(e)(12)	
CANCER PREVISITION & RESEARCH INSTITUTE OF TEXAS 2.25	
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Administrative Rule Changes	
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Financial Status Reports (FSR)	
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	<u></u>	
FSRs – Findings & Errors	<u></u>	
No Justification for expenses paid in prior period that are included on current FSR		
Amounts on an invoice do not match the amount shown on the ledger		
<ul> <li>Multiple items on the same invoice and only requesting part of the total invoice amount</li> </ul>		
insolve another		
CONCER PROPAGION & BESSARCH INSTITUTE OFFERS	28	
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FSR <sub>s</sub> – Findings & Errors		
> Unreadable receipts	_	
Mis-Categorization of expenses		
➤ Unallowable expenses		
CONCER PROPERTION & RESEARCH INSTITUTE OF TOOS		
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500 51 11 0 5	٦	
FSRs – Findings & Errors	_	
Multiple invoices represented as lump sum on general ledger		
<ul> <li>Foreign currency exchange rate sheets per the day of purchase (or inclusion of credit card statements showing rate of exchange)</li> </ul>		
> Documentation is not legible because of how it is scanned		
	i	







### FSRs - Support Documentation

- $\,\succ\,$  Should be in same order as amounts listed on the expenditure report
- > Should include payment dates for all transactions
- > Should include the following:
  - > expense categories
- itemized expenses and invoices by category description of items
- > date paid
- > amount paid > expense totals by category



### FSRs - Support Documentation

- > Uploaded at the same time FSR is submitted
- > Include summary report of expenses (General Ledger)
- > Supporting documentation must be maintained on-site

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### FSRs - Support Documentation

Ledger Amount	Total Invoice Amount	Line Item Expenses	Description	For CPRIT Reimbursement
\$3700	\$5000	\$1200	Item 1	\$1200
	-	\$1300	Item 2	-
	-	\$2500	Item 3	\$2500
Total				\$3700

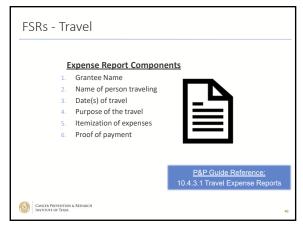
Identify line-item expenses for reimbursement when invoices contain multiple items. The expense totals on the FSR should match the expense found in the support documentation and the ledger

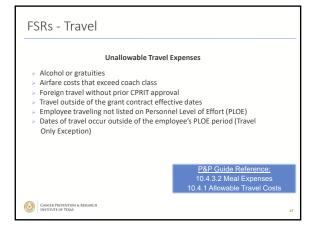




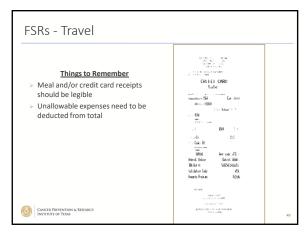
FSR Travel & Support	-
Documentation	
CANCER PREVIOUNG & RESEARCH INSTITUTE OF TEXAS 40	-
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FSRs - Iravel / Findings & Errors	
> Non-itemized meal receipts	
> Lack of GSA per diem rates for applicable travel expenses	
<ul> <li>Lack of conference/seminar information that an employee is attending, e.g. actual conference dates, location without acronyms</li> </ul>	-
> Failure to include of hotel folio	
CANCER PLYMPTION & RESEARCH INSTITUTE OF TRACE  41	
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FSRs - Iravel / Findings & Errors	
> Lack of invoices related to travel (meals & taxi/Uber)	
> Receipts need to be legible. Unallowed expenses need to be deducted	
<ul> <li>Grantees should review the travel support thoroughly for accuracy before submitting and have all support behind the travel voucher that it goes with</li> </ul>	
CANCER PUNYMENT & RESEARCH INSTITUTED TRANS.	

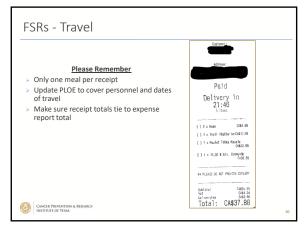
FSRs - Travel / Findings & Errors	
> Unallowed costs, illegible receipts, and calculations penciled in with no	
explanation provided	
<ul> <li>Ensure that a complete and accurate expense report is included for all travel expenses including purpose of the trip</li> </ul>	
> Receipts need to be legible. Unallowed expenses need to be deducted	
CANCER PLEVENTION & RESEARCH INSTITUTION TO TRANS 43	
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<b>5</b>	
FSRs - Iravel / Findings & Errors	
> Ensure that the itemized meal receipts are legible	
> International travel prior approval: Change Not Otherwise Specified (CNOS)	
must include travel dates, travel destination, estimated costs, purpose of travel and the relation of the trip and the traveler to the award scope of work	
> Issues with multiple meals on one receipt	
> Include printout of GSA rates for meals and lodging in FSR support docs	
CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS. 44	
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FCDs Travel	
FSRs - Travel	-
A separate travel expense report should be submitted with all supporting documentation for each trip taken	
> Travel expense reports <u>must</u> be approved by the employee's	
supervisor	





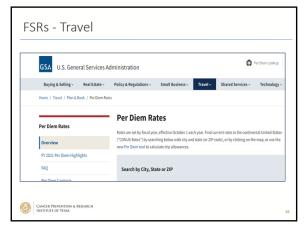
# FSRs - Travel Travel incidentals, meals, and lodging – identify which specific supporting documents/amounts are included in each individual amount International travel requires prior approval If splitting with another funding source, show breakdown of CPRIT portion Provide itemized receipts for items paid for by credit card for receipt that shows lump sum receipts Meal and lodging expenses incurred more than one night before state business begins are not reimbursable unless traveling to the duty point reasonably requires more than one day or the expenses are incurred to qualify for a discount airfare.

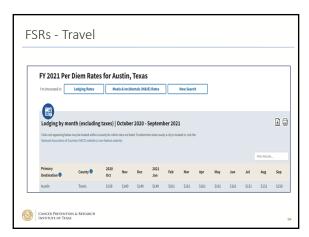




## FSRs - Travel Employee must be listed on the Personnel Level of Effort (PLOE) form Grant funds can only be used to reimburse up to the amount of the GSA per diem rate An expense report should include an attachment of GSA rate printout for the travel location(s)







### FSRs - Travel

- > If per diem for meals is requested on the travel authorization, meal receipts are not required
- > CPRIT does not reimburse meal expenses for day trip travel

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### FSRs - Travel

- An individual may claim less than the maximum meal reimbursement rate for a duty point and use the amount of the reduction to increase the maximum lodging reimbursement rate for the duty point (per day)
- > This should be noted on the expense report

Allowable M&IE per GSA Website Meal Meal Per Diem Remaining

\$ 61.00 \$ (21.60) \$ 39.40

Allowable Lodging Per GSA Website Meal Per Diem Remaining \$ 145.00 \$ 39.40 \$ 184.40

Allowable Lodging Per GSA Website

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### FSRs - Foreign Currency

- Grant Recipients should submit requests for reimbursement in United States dollar amounts
- If the original cost is in a foreign currency, the Grant Recipient must convert the cost to a dollar amount and provide documentation of the exchange rate used for the conversion





Contractual Travel Costs	Required Support Documentation
Airfare	Itemized Amount
Mileage	Itemized Amount
Hotel	Itemized Amount
Meals	Receipts
Taxi/Uber	Receipts

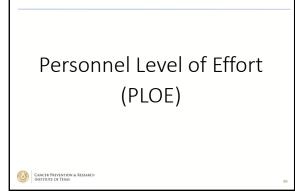
FSRs - Travel
Q & A

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Financial Status Reports –
Personnel / Fringe

FSRs-Personnel/Fringe
Findings & Errors  > Missing timesheets  > Missing certification of time  > Missing payroll ledger  > Tuition payments - employee is not listed on Personnel Level of Effort (PLOE)
<ul> <li>PLOE not valid for current reporting period</li> <li>Missing breakdown of types of fringe</li> </ul>
CONCER PROVINCION & RESEARCH INSTITUTE OF TEXAS 6
61

FSRs-Personnel/Fringe
Timesheets / Records of Actual Time Worked
> Time sheets or other records of actual hours worked <u>must</u> :
Reflect an after-the-fact distribution of the actual time spent on each activity
<u>P&amp;P Guide Reference:</u> 10.2 Personnel Expense Category
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### PLOE - Findings & Errors

- > Level of Effort: Maintaining level of effort for PI/Co-PI as approved by SRC/OC to ensure adequate leadership of projects. Strong justifications for decrease will be reviewed along with  $\mathsf{CPRIT}$  request to reduce the overall budget in ratio to % reduction
- > PLOE needs to be accurate for each employee on the grant
- > PLOEs need to be updated when FSR is submitted, not after-the-fact
- > PLOE for either 0% effort or missing names from payroll and/or travel



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### PLOE - Findings & Errors

- > PLOE: Maintaining a current list of personnel working on projects in CGMS throughout the life cycle of an award
- > Leaving employees off the PLOE or submitting PLOE with employees who are on the payroll, with zero percent level of effort
- > PLOE change requests are submitted incomplete you must complete all the components:
  - > type of appointment
  - number of months

  - > justification for the change



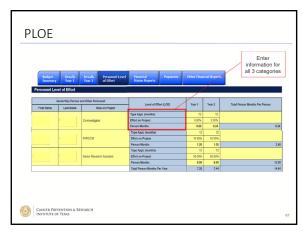
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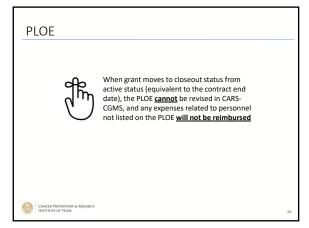
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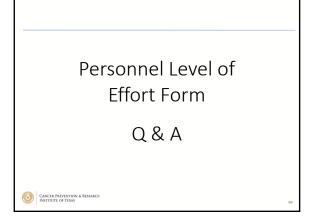
### **PLOE**

- > For salary expenses show the position name, title, and level of effort on the PLOE <u>prior</u> to submitting for payment
- Keep PLOEs current (if end date prior to FSR period, submit new PLOE with FSR)
- > Update PLOEs prior to submission of the FSR

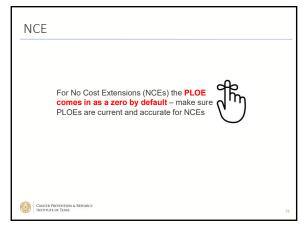


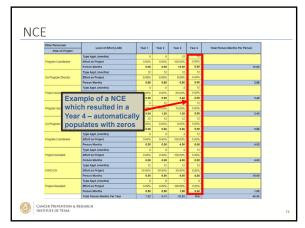




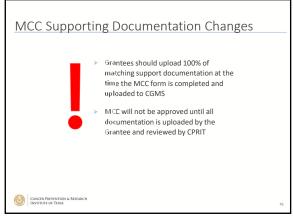


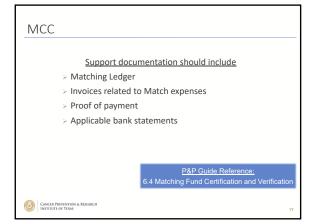
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No Cost Extensions	
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NCE	
> No Cost Extensions- Decisions regarding NCE are based on several factors	
including the documentation of progress and documentation that the work proposed for the NCE is consistent with the initial award.	
CPRIT will not approve a NCE without a PI level of effort appropriate to scope of work being conducted	
If you receive a no-cost extension, you must complete a PLOE for the extension time period.	
<ul> <li>For NCE's, the final report date changes but an additional annual report is required as well as quarterly reports until the end of the contract</li> </ul>	
required as well as quarterly reports until the end of the contract	
CANCER FERMINTION & RESIANCH INSTITUTE OF TEXAS. 71	
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NCE	
> No Cost Extensions	
<ul> <li>Include time, process and justification requirements</li> <li>PI needs to have measurable level of effort during an approved NCE</li> </ul>	
In order to receive a no cost extension, a grantee must be in good fiscal	
and programmatic standing  No automatic approval of a grantee's first no cost extension request	
Must be submitted at least <u>30 days prior</u> to contract termination but not more than 180 days	
prior	



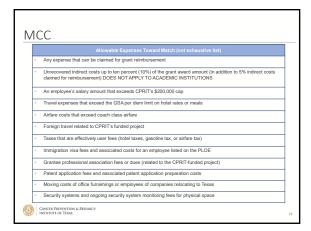


Matching Compliance
Certification (MCC)





# PMCC If a grantee fails to expend its matching funds requirement for the year, the deficiency may be carried forward and added to the matching fund requirement for the next project year so long as: the deficiency is equal to or less than 20% of the total matching funds required for the same period; and the grantee has not previously had a matching funds deficiency.



### MCC

- Grantee expenditures must be direct costs spent on the CPRITfunded project or on closely related work
- 'Closely related' is interpreted as work that supports, extends, or facilitates the CPRIT project, even if the work is not supported by CPRIT funding



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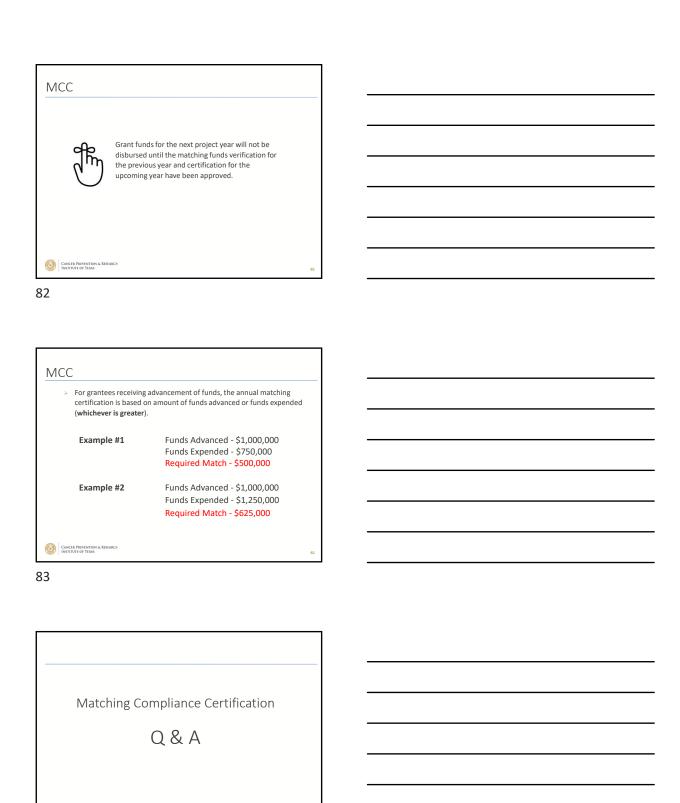
### MCC

### Sub-awardee Contribution Towards Match

The subcontractor's or sub-awardee's portion of otherwise allowable Matching Funds for a Project Year <u>may not exceed</u> the percentage of the total Grant Funds paid to the subcontractor or sub-awardee for the same Project Year

P&P Guide Reference: 6.4.2 Sources of Matching Funds

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Texas Location Criteria	
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Texas Location Criteria	
Texas Escation Criteria	
Product Development Grantees must maintain its principal place of business in the State of Texas for a period of three years <u>after</u> the final payment of the Grant funds is made by CPRIT.	
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Texas Location Criteria	
Must demonstrate and maintain at least 4 of the 7 criteria throughout the entire grant period.  The U.S. headquarters is physically located in Texas	
<ul> <li>The Chief Executive Officer resides in Texas</li> <li>A majority of the company's personnel, including at least two other C-level</li> </ul>	
employees (or equivalent) reside in Texas  > Manufacturing activities take place in Texas  > At least 90% of Grant Award funds are paid to individuals and entities in Texas,	
including salaries and personnel costs for employees and contractors  At least one clinical trial site in Texas  Collaboration with a medical research organization in Texas, including a public	
or private institution of higher education	

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Advance Funds Disbursements	
Consistent with CPRIT's administrative rule §703.23(a), which requires	
grantees to minimize the time between the transfer of advanced funds and payment by the grantee:	
<ul> <li>CPRIT will advance up to 50% of the project year budget at one time.</li> <li>The grantee must be in good fiscal and programmatic standing and have expended 90% of the advanced funds before requesting the next</li> </ul>	
advance.  A grantee may request an advance greater than 50% of the project year budget, but the grantee must fully explain the exceptional circumstances justifying the request. It is in CPRIT's sole discretion to approve the	-
justifying the request. It is in CPRIT's sole discretion to approve the request; in no event will CPRIT advance more than the amount budgeted for the project year.	
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Advance Funds Disbursements	
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Advance Requests may be submitted by using the "Advancement of Funds Form" found in the "Change	
Requests" tab in CGMS.	
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### Points of Contact

CGMS Technical Issues?

Contact CPRIT Helpdesk Help@CPRITGrants.org

Phone: 866-941-7146

**Programmatic/ Content questions?**Contact the CPRIT Program Manager

Financial Questions/Issues?

Contact CPRIT Finance Manager/ Grant Accountant

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### **Contact Information**

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Vince Burgess Chief Compliance Officer 512-305-8453 vburgess@cprit.texas.gov



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CPRIT Grantee	
Annual Compliance Training  March 2021	
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